

Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation as I am applying to [Graduate Program Name] at [University Name]. I have thoroughly enjoyed your class on [Course Name] and believe that your insight into my abilities and experiences would provide a strong perspective to my application.

My application is due on [Date], and I would be grateful if you could submit your recommendation by that date. I can provide my resume and details about the program if that would help you in writing the letter.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,
[Your Name]
[Your Contact Information]